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Honorable William J. Casey Director Central Intelligence Agency Washington, DC 20505

Dear Mr. Casey:

Every year our National Archives and Records Service sponsors a Records and Information Management Conference for Federal managers and records and information management specialists to broaden their knowledge and to share their experiences. This year the conference provided an opportunity to bring together 168 people to develop recommendations for the implementation of the Paperwork Reduction Act of 1980.

Attendees spent half of the three-day conference in working groups discussing and compiling recommendations on specific aspects of the Act as it affects their agencies. Their recommendations were presented to the entire conference on the final day and have been compiled in the attached report for your information.

I hope you will find the conference recommendations useful to you and your staff in implementing the Paperwork Reduction Act of 1980 in your agency.

Ray Kline

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Deputy Administrator

Enclosure